United Nations ST/AI/2001/7

Secretariat

28 August 2001

Administrative instruction

Managed Reassignment Programme for Junior Professional Staff

The Under-Secretary-General for Management, pursuant to section III.D, paragraph 6, of General Assembly resolution 51/226 of 3 April 1997, staff regulation 1.2 (c), and section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, hereby promulgates the following:

Section 1
Purpose

1.1 The purpose of the Managed Reassignment Programme (the "Programme") is to provide Junior Professional staff with enhanced orientation, training, mobility and career support during their first five years of service at the Professional level, in order to facilitate their adjustment and to accelerate the learning period leading to productive work and job satisfaction as international civil servants.

1.2 To that effect, the present instruction establishes the procedures under which staff members included in the Programme shall obtain experience in two different functions during their first five years of service.

Section 2
Scope

2.1 The Programme shall be mandatory for staff in the Professional category at the P-2 level who have been appointed after 1 January 2000 through national competitive examination or the General Service to Professional category examination, by virtue of the provisions of the present section or of a special condition to that effect contained in their letter of appointment.

2.2 The Programme shall not apply to staff members who have moved to another post with different functions, or who have been promoted to a P-3 post since their initial recruitment or promotion to the Professional category.

2.3 Staff members recruited to posts requiring special language skills shall not be included in the Programme. Such staff members are subject to the provisions of administrative instruction ST/AI/2000/1, entitled "Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills."

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Section 3
Compendium of job opportunities

3.1 Once a year, starting in 2002, the Office of Human Resources Management shall issue a compendium of job opportunities, comprising all vacant P-2 posts and the P-2 posts for which the incumbents have been carrying out the functions for at least two years and which are included in the scope of the present instruction.

3.2 The compendium shall list all job opportunities in all occupational groups at all duty stations and provide a brief description of the functions, as well as the requirements for each post.

Section 4
Applications

4.1 The Office of Human Resources Management shall inform all P-2 staff members for whom the Programme is mandatory under section 2.1 of the present instruction, and who have been carrying out the functions of the same post for between two and three years, that they are required to apply for posts listed in the compendium.

4.2 Staff members may apply for up to five posts listed in the compendium, indicating their order of preference.

4.3 Applications may be for posts for which the staff members meet the requirements, in any office, department, or duty station. Applications for posts in the current department or office of the staff member, excluding her or his own post, shall be considered when the functions of such posts are different from those currently discharged by the staff member.

4.4 Applications shall be submitted within four weeks of circulation of the compendium, in accordance with the procedures set out therein.

4.5 Applications shall include a copy of the most recent performance appraisal, and a curriculum vitae or a P-11 form. At the time of application, staff members shall provide information on their contractual status.

Section 5
Selection process

5.1 The Office of Human Resources Management shall submit to programme managers all applications received for posts in their respective department or office.

5.2 Programme managers shall review all such applications, evaluate the candidates and indicate their preference, in ranking order of those candidates qualified to be placed in the posts of their department or office, within three weeks of receipt of the applications.

5.3 The Office of Human Resources Management shall conduct a matching exercise of all participants, taking into account as much as possible the preferences expressed by the staff member and the Programme Manager.

5.4 The Assistant Secretary-General for Human Resources Management shall decide on the reassignment of each staff member.

5.5 The Office of Human Resources Management shall promptly inform the staff members and the programme managers of the decision.

5.6 The reassignment of staff members shall take place as soon as possible after the date of notification of the decision, and no later than two months after that date.

Section 6
Final provision

The present administrative instruction shall enter into force on 1 January 2002.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management